

TimeClock Plus® Terminology

Edited 10/12/2023

Dashboard: A homepage for widgets, that allow quick access to an area within TimeClock Plus accessible on the WebClock.

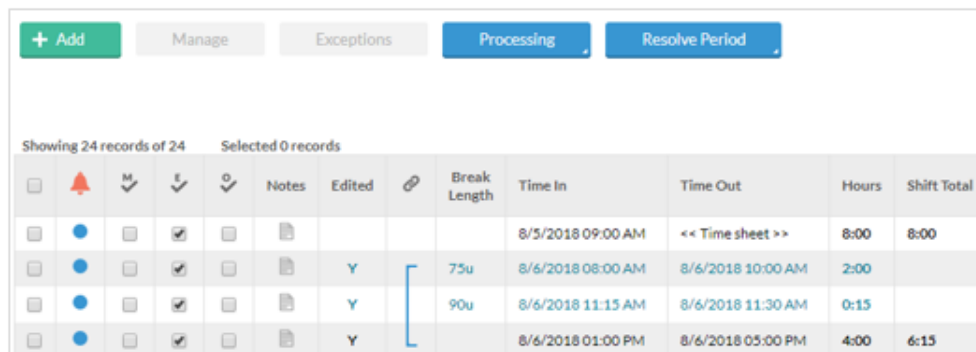
Employee Approval: Equates to a signature from the employee that they agree with the hours/time and job code listed. The employee must approve their time before the manager can approve their employee's time and missed punches.

Employee: Anyone who can perform TCP operations in WebClock or on the Remote Data Terminal.

Feature: A screen where users access data, change settings, or submit entries or requests.

Group Hours: The hours clocked for a group of employees.

Individual Hours: This feature contains options for the manager to add, edit, and review employee hours. Optionally, tie together segments through breaks, approve segments, and manage missed punches from this screen. The employee must approve their time before the manager can approve their employee's time and missed punches.



+ Add		Manage	Exceptions	Processing	Resolve Period							
Showing 24 records of 24		Selected 0 records										
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Notes	Edited	<input type="checkbox"/>	Break Length	Time In	Time Out	Hours	Shift Total
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>					8/5/2018 09:00 AM	<< Time sheet >>	8:00	8:00
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Y		75u	8/6/2018 08:00 AM	8/6/2018 10:00 AM	2:00	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Y		90u	8/6/2018 11:15 AM	8/6/2018 11:30 AM	0:15	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Y			8/6/2018 01:00 PM	8/6/2018 05:00 PM	4:00	6:15

Job Codes: Classifies how employees spend time. They include both clockable (employees can clock in and out of them as required) and non-clockable (employees can select in Time Sheet entry) job codes.

Requests (Leave Request) : Area of TimeClock Plus that allows an employee to request time-off.

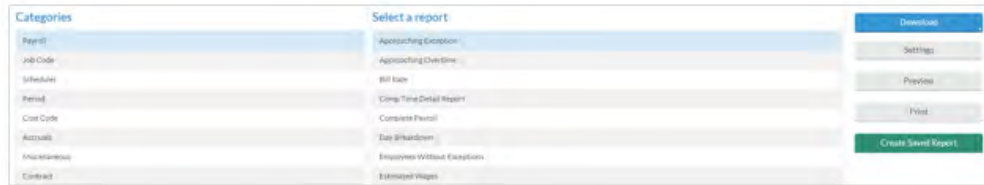
Manage Drop Down Button: Allows employee or User to add, edit, delete, approve, or deny clockable hours, time sheet entries, and requests.

Manager Approval: Equates to a signature form the supervisor that they agree with the hours/time submitted. The employee must approve their time before the manager can approve their employee's time and missed punches.

Manager: An employee that approves other employees' time and leave. All managers are employees, but not all employees are managers. .

Navigate Period: Allows employee or User to set specific time frames for reviewing or entering information.

Reports: These contain different options for the manager to bring certain information out of TimeClock Plus. Configure each report via the Settings button.



Request Manager: Allows the manager to view and approve any time-off requests that have been submitted by employees either through the WebClock or on a Remote Data Terminal.

Role: Employee class, e.g. a Non-Exempt Staff is 2R SN

Segments: A segment represents labor, and has a time in and time out. It ends either with a lunch break, or the end of the shift.

Shift: A shift can be two or more segments tied together.

Time Sheet: Feature used to submit time sheet entries for non-clockable hours (e.g., projected hours, comp-time earn, comp-time payout, pager stand-by). It has a time in, but not a time out. Instead, it has an amount of hours.

Users: Within TCP Manager, TCP refers to managers as Users to distinguish from employees.

Widgets: A utility displayed on the Dashboard when a user logs in. Optionally, they may be configured show punch exceptions, reminders, employees approaching overtime, pending time off requests, and employee events.

The screenshot shows a widget titled 'PENDING TIME OFF REQUESTS' with a yellow calendar icon and a yellow number '6' in the top right corner. Below the title is a table with columns for Name, Date, Request, and two action icons (X and checkmark). The table lists several pending requests for leave.

Name	Date	Request	X	✓
Eddie Sanchez	08/09	Leave - 08:00 AM to 04:00 PM	X	✓
Jack McCann	08/08	Leave - 08:00 AM to 04:00 PM	X	✓
Jack McCann	09/10	Leave - 08:00 AM to 04:00 PM	X	✓
James Ellison	08/10	Leave - 08:00 AM to 04:00 PM	X	✓
Jodie Fisher	08/13 - 08/17	Leave - 08:00 AM to 04:00 PM	X	✓
Rudy Gonzalez	08/07	Leave - 08:00 AM to 04:00 PM	X	✓

6/6

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